

| 37.5 hrs | Computer Technician | Job Posting |
|---------------|-------------------------|--|
| Direct Report | Senior Technician | Grade E 45,104 – 56,082 Annual |
| Department | Administrative Services | FLSA Non Exempt |
| Division | Technology | Bargaining Unit Non- Union |
| Date | May 2015 | Location Town Hall / Police Department |

Summary

Provides IT support for town staff under the general direction of the Senior Technician including but not limited to computer, server, networking, mobile devices, and equipment maintenance as well as end user support.

Essential Functions

1. Offer technical support on-site or via phone or email.
2. Assist Senior Technician in setting up Local Area Networks in the Town buildings for administrative functions.
3. Must have at least a basic understanding of networking concepts, especially TCP/IP.
4. Must have a strong background in computer hardware knowledge and troubleshooting.
5. Installation, maintenance, and troubleshooting of software, and computer hardware, including peripherals.
6. Must be comfortable supporting a wide array of mobile devices.
7. Perform routine upgrades and other related duties assigned by the Senior Technician.
8. Participate in the decision making process for the selection of equipment and software to fulfill departmental needs.
9. Help support the Town's telephone system, and work with telephone system vendors to resolve problems.
10. Assist in the management of the Town's Website.
11. Maintain computer security, access, and user accounts.

Minimum Qualifications

1. Associate's Degree or equivalent in information technology.
2. At least three (3) years -experience in computer hardware and software support.
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
4. Maintain a valid driver's license and properly registered vehicle
5. Ability to pass a security background check

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Computer Technician. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until June 15, 2015.

A full Job Description is available upon request

Judith Perkins

Human Resources Administrator

The Town of Reading is an Equal Opportunity Employer